

Division of Biology & Medicine Non-Academic Year Salary (NAS) process and workflow

Tenured and tenure-track faculty in the Division of Biology & Medicine are employed on 10-month contracts, which cover the academic year from September through June. Employment agreements state that faculty may earn up to two months of non-academic year salary (NAS) from external sources, which usually occurs during the summer months of July and August, provided the effort and work are consistent with sponsor and university guidelines.

Employment agreements state that Brown will guarantee the first summer salary/NAS as a customary inducement to accept employment and to ensure a smooth transition to Brown. Ongoing institutional support for NAS is generally not authorized in faculty contracts. It is the responsibility of the department manager to review each faculty member's employment agreement.

BioMed approved process for tenured and tenure track faculty who seek to use startup funds to cover all or part of non-AY salary

The Provost recently convened a committee to study issues and recommend policies governing the appropriate use of institutional funds particularly with respect to startup accounts. The Division was represented in these discussions and the result of the committee's work is posted on the Controller's website at: [Brown Guidelines and Policies; Policy Statement Section](#)

It is inappropriate for faculty to draw summer salary/NAS from startup funds unless there is explicit prior approval and except as outlined in faculty hire term sheets.

The Dean may approve a request to charge a startup fund for summer salary/NAS under the following circumstances.

- During the first year of service, the faculty member did not draw all or part of the guaranteed first two months of summer salary/NAS from institutional funds, either for timing reasons or due to external support; or
- The faculty member's employment agreement specifically authorizes the use of startup funds for summer salary/NAS beyond the first year.

Faculty who wish to cover summer salary/NAS from startup funds under these guidelines should direct the request first to their department chair and the Senior Associate Dean for the Program in Biology. The Senior Associate Dean, if supportive, will present the request to the Dean of the Division of Biology and Medicine for review and approval.

Division of Biology & Medicine Non-Academic Year Salary (NAS) Effort Commitment Guidelines

Purpose of the Guidelines

As a recipient of sponsored awards, the Division of Biology and Medicine (BioMed) must assure sponsors that the effort expended on sponsored projects is commensurate with the salary charged to those projects. BioMed must assure the sponsor that the effort proposed will be effectively managed within the terms and conditions of the sponsor's requirements and University guidelines and policies, and that PIs and key personnel have properly accounted for effort devoted to research and other sponsored projects.

NAS Effort on Sponsored Research Projects

Faculty responsibilities for teaching, administration, or service preclude them from devoting 100% of their time to sponsored research activities in the non-academic year months. Salary support for time spent on teaching, administration, service, new or competing proposal preparation and institutional governance may only be charged to department reserves or other non-sponsored funds available to the faculty member. It may be appropriate for certain research faculty to be charged at 100% effort to a sponsored project in cases where such responsibilities do not exist.

Maximum Allowed NAS Effort for Faculty with a 10-Month Academic Appointment

Faculty compensated for 10-month academic appointments are permitted to expend up to an additional 1.9 months of summer effort (=95%) on one or more sponsored projects in the period beyond the academic year (i.e., during the summer research period) and earn up to 1.9 months of additional salary for that effort, subject to sponsor, University and Biomed policies and the approval of the department chair and dean.

A request for NAS indicates a commitment to put forth the comparable effort on the particular project(s) during the non-academic year, not the academic year. Effort expended during the academic year does not satisfy a commitment related to the receipt of NAS. Further faculty receiving NAS from a sponsored project will typically perform such work in their normal place of business unless the work being conducted is offsite and a requirement of the project.

If a faculty member has academic, administrative or other non-research responsibilities during the non-academic year period, they are precluded from devoting 100% effort to sponsored projects and thus from requesting 2 months of salary from research grants. Faculty who receive summer salary/NAS from sponsored projects will be required to certify whether the effort was on those projects during the non-academic year effort period.

Roles and Responsibilities

Department Head/Chair

- Review proposed summer activity to assure that other activities required of the faculty member will not conflict with the proposed sponsored project effort commitment.
- Ensure there are adequate available funds from all noted sources before the NAS forms are submitted to BMRA.

Principal Investigator/Faculty

- Provide reasonable estimates of non-academic year effort in order to carry out the aims of the sponsored projects and fulfill other University obligations.

- NAS greater than 1.9 months requires approval by the Senior Associate Dean of Biology. If faculty are seeking to be compensated for more than 1.9 months, a 100% sponsored project Workplan must be completed and submitted for approval by the Department Chair and Senior Associate Dean of Biology
- Ensure there are adequate available funds from all noted sources before the NAS forms are submitted to BMRA.

Department Administrators

- Review proposed non-academic year Supplementation Form.
- Ensure there are adequate available funds from all noted sources before the NAS forms are submitted to BMRA.
- Review non-academic year Work Plan Form if proposing 100% effort.

BioMed Non-academic Year Salary (NAS) Effort Workflow

BioMed Research Administration (BMRA) oversees the NAS process. Each year BMRA will;

- Announce the process,
- Manage the procedures, forms and policies, inclusive of updating documents as needed and obtaining necessary reviews and approvals,
- Provide guidance to departments on how to complete forms,
- Ensure forms are approved by the Department Chair or Senior Associate Dean of Biology (as needed),
- Ensure all salary worksheet forms are labeled and saved,
- Review forms saved to their google drive and inform Department/CC manager of the approval of non-academic year salaries charged to sponsored projects.
 - BioMed Finance will review non-academic year salaries charged to non-grants mid to late summer and will contact the department should it be found that accounts have insufficient funds.
 - It remains the responsibility of the Department Chair, Department Manager and faculty member to ensure the faculty member has adequate non-grant funds.

Process & Procedure

- **May** – BMRA distributes non-AY salary (NAS, also referred to as summer salary) form and Allowable NAS Activities via email and cc Biomed Finance
- **June**
- Faculty complete Supplement form
- Departments review effort and allowable activities with eligible faculty
- Department/CC manager: reviews activities, verify GR and faculty accounts, notes those over the federal Ex Level II salary cap
 - NAS related costing allocations are entered into workday at later date, but prior to July Payroll cut-off deadline
- Chair reviews & signs:
 - NAS form
 - Work Plan, if 100% NAS effort requested
- Senior Associate Dean for Program in Biology approves & signs:
 - Chair's NAS form,
 - Work plan form for those faculty who request 100% NAS
 - Department faculty in Chair's absence
 - Approval of the use of PRG103 and PRG101 is not needed given overarching approval from the Senior Associate Dean of Biology.
 - The Division of Biology and Medicine has determined that PRG193 funds may be used for NAS **with prior approval** from the Senior Associate Dean of Biology.
- Department/CC Managers save completed forms to BMRA google drive folder as a group, not individually, if possible (2 weeks prior to July Payroll cutoff)
- BMRA reviews Grant account effort & over the cap distribution
- Department – enter and approve 100% NAS Costing into Workday to allow OSP costing approvals

- Use OSP Summer Salary Costing Allocation Worksheet to correctly allocate NAS dollars in WD [Brown Summer Salary Costing Allocation Worksheet for Workday](#)
- If possible, change faculty with NAS costing to Brown 10 Month Salary Plan (10/10) for the FY

Reminders

- 95% NAS threshold from grants for all faculty, unless under certain previously outlined preapproved circumstances
- 5% differential can be funded from individual or departmental discretionary funds (i.e., GIP, PRG101, Reserve)
 - If GIP deposits for the upcoming year are incorporated, then only 90% of the estimated upcoming GIP deposit may be utilized to minimize the likelihood of insufficient funding
- Chairs/Program Directors continue to receive 2/12th AY supplement in July and August for administrative activities
- Faculty salary over the federal Ex Level II cap enter correct Cap in the FY ***WD Summer Costing Template & NIH Cap Worksheet***
- BioMed Finance will perform quality checks on non-grant NAS effort mid to late summer and will contact the department should it be found that accounts have insufficient funds. It is the responsibility of the department chair, manager and faculty member to ensure adequate available funds.

Key Dates to remember:

- **June** - completed NAS forms & WD Costing sheet saved to google drive folder for each cost center
- **July (by end 2nd week)** - BMRA reviews/approves NAS forms in google drive folder: Dept Name "Effort/NAS Salary Reports"
- **July 25th at 11:00 am** July Payroll Costing Cutoff deadline in WD
- **August 26th at 11:00 am** August Payroll Costing Deadline in WD

Division of Biology & Medicine Salary Support Guidelines

As of January 1, 2018 the Division of Biology and Medicine requires a month of academic year (AY) salary on proposals before a month of non-academic year salary (NAS, previously referred to as summer salary (SS)) can be budgeted. All new and competitive renewal grant applications will budget salary and effort in this manner. The NAS expectations for all faculty are now aligned with the expectations for new recruits cited in all recruitment letters since 2014.

NSF proposals are exempt.

Exceptions require review and approval by the Dean of Medicine and Biological Sciences.

Example distributions below:

NIH Example 1:

Faculty proposes 4 months calendar year effort (=33.33%):

- NAS/salary 1.9 mos 95% Summer (July & August)
- AY effort/salary 2.1 mos 21% Academic Year
- Total Effort 4.0 mos

NIH Example 2:

Faculty Proposed 3 months calendar year effort (=25%):

- NAS/salary 1.5 mos 75% Summer (July & August)
- AY effort/salary 1.5 mos 15% Academic Year
- Total Effort 3.0 mos